



CAREER EXECUTIVE ASSIGNMENT

CALIFORNIA STATE GOVERNMENT - AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS

CORRECTED EXAMINATION ANNOUNCEMENT

DEPARTMENT: OFFICE OF THE STATE CONTROLLER

LEVEL: C.E.A. LEVEL II

POSITION TITLE: DEPUTY STATE CONTROLLER, PERS/STRS

SALARY RANGE: \$5,970.00 - \$10,174.00

FINAL FILING DATE: UNTIL FILLED

POSITION SCOPE:

The Deputy State Controller, CalPERS/CalSTRS, as a member of the executive staff, will serve as the principle advisor to the State Controller on policy matters related to the California Public Retirement System (CalPERS) and the California State Teachers' Retirement System (CalSTRS). Specifically, this position will be responsible for analyzing and developing investment and health benefit policies/positions to protect and optimize the financial and health security of the state's active and retired public workforce.

DUTIES/RESPONSIBILITIES:

With direction provided by the State Controller, his Chief of Staff, and/or their designee, and as a deputized representative of the State Controller, represent the Office of the State Controller at the governing boards of both pension systems. This position will provide the State Controller with guidance and policy direction concerning the financial investment of retirement funds as well as health benefits for more than 900,000 active and inactive members and more than 300,000 retirees. Specific duties include but are not limited to the following:

- Represent and/or advise the State Controller in matters relating to developing investment strategies that leverage existing portfolios to maximize returns, while concurrently containing undue risk;
- Represent and/or advise the State Controller in matters relating to designing, developing, and administering health benefit programs and business processes that are innovative, effective, efficient, and valued by system members, employers, and other stakeholders;

- Provide both verbal and written information reports, presentations, talking points and briefings to the State Controller, his Chief of Staff, and/or other senior level executive staff, regarding CalPERS and CalSTRS matters;
- Work in a team environment with other SCO staff to develop and/or analyze legislative proposals or other policy initiatives;
- Advise and represent the State Controller on a variety of issues affecting employee/employer relations statewide and employee representative organizations; and
- Be available for intra- and inter- state travel to represent the State Controller at board hearings and other meetings for both CalPERS and CalSTRS

EXAMINATION INFORMATION:

The examination process will consist of an application screening by a designated screening committee. Using predetermined evaluation criteria, qualified applicants will be competitively ranked according to their personal qualifications. Interviews may be conducted with the most qualified applicants. Qualified applicants will be notified of their final ranking on the employment list. The results of this examination may be used to fill subsequent vacancies in this position if they occur within the next twelve months, or a new examination may be scheduled.

MINIMUM QUALIFICATIONS:

Applicants must meet the following qualifications:

Either I

Must be a civil service employee with permanent civil service status.

Or II

Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code Section 18990.

Or III

Must be a non-elected employee of the Executive Branch for two or more consecutive years as defined in Government Code Section 18992.

Applicants must also satisfy the minimum qualifications shown below:

- A. Ability to perform high level administrative and policy-influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:
 - 1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management.
 - 2) Ability to plan, organize, and direct the work of multi-disciplinary, professional, and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program, to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administration matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive Branches; analyze complex problems and recommend effective courses of action; prepare and review reports; and effectively contribute to the department's equal opportunity office objectives.
- B. This knowledge and ability should be obtained from the following kinds of experience: Extensive managerial and program administrative experience, which has included substantial responsibility for a combination of management functions such as program planning, policy formulation, organization coordination and control and fiscal and personal management. (Experience may have been paid or volunteer in State service, other government settings, or in a private organization.)
- C. Extensive knowledge of the principles and practices of public administration, organization and management, as well as state budgeting, human resource management, and business services.
- D. Well-developed administrative, managerial and interpersonal skills and abilities.
- E. Strong verbal and written communication/advocacy skills.
- F. Extensive knowledge and experience performing investment analysis involving the management of a large

equity, fixed income, real estate, and/or private equity portfolio.

DESIRABLE QUALIFICATIONS:

- Detailed knowledge of the State Controller's constitutional and statutory responsibilities as the Chief Financial Officer of the State of California and a member of boards and commissions;

NOTE: Send a **typed** resume, **Standard State Application (Form 678)**, and **Statement of Qualifications** to:

Office of the State Controller
Attn: Examination Unit
300 Capitol Mall, 6th Floor
Sacramento, CA 95814

FAILURE TO FOLLOW COMPLETE INSTRUCTIONS MAY LEAD TO DISQUALIFICATION FOR ADMITTANCE INTO THE EXAMINATION.

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